

MVAC MINUTES – MARCH 12, 2003

The MVAC meeting was held on March 12, 2003 at the Colorado Bureau of Investigation office in Lakewood. Larry Wegrzyn started the meeting at 9:05 a.m.

In attendance: Phil Wargo – DOR, Barb Garcia – DOHE Metro State, Denise Gomez – DPA Mail Services, Ken Bohling – DOL, Huck Henderson – DOR, Karen Neuschwanger – DOT, Rob Haines – DOT, Michael Stadler – DOHE UNC, Barbara Taylor – DOHE UNC, Ron Arellano – DOHE – Pueblo CC, Russ Wilcox – DOHE CU Colorado Springs, Patti Torres – DOLE, Frank Tamayo – DOLA, Melissa Ingrisano – DONR, Carol Hoisington – DOT, Paula Neal – DONR, Mercedes Schwall – DONR Parks, Bryan Flansburg – DOHE CU Boulder, Maria Armenta – DOR, Julie Harr – DOR, Karen Griggs – CSP, Kyle Shelton – CSP, Roger Friedrich – DOHS, Mary Anne Kramer – CBI, Jim Anderson – DOHE CU HSC, Cher Threlkeld – DOW, Patti Hughes – DOHE CU Boulder, Beth Ann Wieder – DOT, Larry Wegrzyn – Fleet, Bob Schley – Fleet, Brad Piede – Fleet, Terry Sisneros – Fleet.

Vendor Presentation

Mary Anne Kramer from the Colorado Bureau of Investigation arranged an excellent presentation about the functions of CBI and a demonstration by their arson dog Erin. Thank you Mary Anne.

Updates

- No change in the 10% reduction status, DOHE is still in the process of appealing their reduction requirements.
- Turn-ins encouraged as soon as possible for 10% reduction vehicles.
- Water Conservation Measure – a letter from Troy Eid to reduce car washes by 50% for conservation.
- Seasonal Vehicle Needs – CDOT is running into a need for seasonal vehicles for their construction season, now through October 2003. DOT will need an additional 60-80 vehicles above the 10% reduction list. Division of Wildlife and Parks also has additional seasonal vehicle needs.

Brian Truman of Wright Express

- Questions, Comments or Concerns from State Agencies
 - CU Boulder has not received their Non-SFM cards that were reordered.
 - Set up of WEX Online for Non-SFM accounts. Can WEX Online be set up to allow people to read only and not allow transactions? This can be done for both Fleet and Non-SFM accounts.

- Would persons from other agencies need another password to access Fleet read only accounts? Larry – SFM will find out about WEX online read only access for Fleet.
- Wright Express would like to do a demo on reports that can be generated from WEX online. This may be possible at one of the next MVAC meetings.
- In the beginning of the transition there were problems with authorizations, wrong PIN #'s being used etc. The transition is running smoother.
- Wright Express is checking into the problem with Conoco vendors that have set their transaction limit at \$100.00.
- CSP has had a problem with Conoco vendors that no longer offer a car wash at the pump. They must go inside and do another transaction to get a car wash.
- The Wright Express card is not being accepted at various car washes. Wright Express would like the vehicle coordinator to email Sue Koren with these issues. Her email address is Susan_Koren@wrightexpress.com.
- If a vendor is having trouble getting a card to process, have the attendant call the Wright Express number on the back of the card – NOT their own service desk.
- Wright Express will be upgrading to a new platform of which will offer more flexibility for Point of Sale. They will be adding a third prompt and the ability to do product restrictions, such as various grades of fuel. If any agency is getting product code errors please email these to Sue Koren.
- SFM does not allow any maintenance on the Wright Express Fuel Card.
- CU Boulder brought up the issue of paying for maintenance with the Wright Express card if the PO number could be put into the third prompt. SFM will discuss this issue.
- If you have trouble contacting Sue Koren you can contact Brian Truman – Director of Government Accounts at 1-801-728-3229, Brian_Truman@wrightexpress.com.
- Fuel authorization limits are set by dollar amount, after the platform upgrade it will be possible to set limits by the gallon.
- Wright Express is working with vendors on a Preferred Merchant Discount Program. They went to the distributor level with this program and so far three stations are participating. Wright Express has asked vehicle coordinators to email them with frequently used stations.

Rate Setting

- SFM will be starting the rate setting process in April 2003. The rates will be out by the end of April 2003.
- SFM brought up the question of taking the rates and factoring out car washes paid by SFM.
- The majority of the MVAC thinks this would create problems with their budgets. They would rather SFM track all vehicle costs.
- Every \$.10 fuel increase costs SFM ½ million dollars. Larry will send out a link to track fuel prices.

Web Project/Hierarchy Contact Management Project

- SFM's web resources are rather thin. The goals that were set may have been a little unrealistic.
- Contact Management Project – the contact management list is being redone in the CARS database under Contact Management. SFM is asking vehicles coordinators for information to update this list, address, phone, fax and email address.
- A list of contact types was handed out at the February MVAC meeting. SFM will send out the contact types list.

Vehicle Slots

- Maintain Archives – CU Boulder has a system they use for each vehicle. Each vehicle will have a slot they are in with a position number. Once justified information is developed it stays with the vehicle by position number.
- There is a need to create a system to avoid repeat justifications. A committee will be created for vehicle slots.
 - The committee will be Roger Friedrich – DOHS and Bryan Flansburg – DOHE CU Boulder. The committee chair will be Bryan Flansburg.

Committee Assignments

- Committee Chairs/ Committee Members
 - Purchasing/Cost Reduction: Chair – Bob Schley, Members – Larry Wegrzyn, Dave Monson, Gene Stroh and Bryan Flansburg.
 - Outside Rentals (Used Vehicle Purchasing): Chair – Michael Stadler, Members – Larry Wegrzyn.
 - Using Personal Vehicles: Chair – Roger Friedrich, Members – Bryan Flansburg, Risk Management Representative.
 - Regional Motor Pools: Chair – Pattie Hughes, Members – Bob Schley, Roger Friedrich, Barb Garcia, Sheila Bieker.
- Committee ideas will be tabled until the April 2003 MVAC meeting. Committee chairs will do a small presentation.

Introductions were made around the room.

The meeting was adjourned at 11:30 a.m.

The next MVAC meeting will be held at the Division of Wildlife, 6060 Broadway, Denver in the Big Horn Room on April 9, 2003 at 9:00 a.m.